

MPG 7100.3

REVISION B

EFFECTIVE DATE: August 20, 1999

EXPIRATION DATE: August 20, 2004

MARSHALL PROCEDURES AND GUIDELINES

RS01

MSFC NEW WORK ACCEPTANCE AND APPROVAL PROCESS

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DOCUMENT HISTORY LOG

| Status (Baseline/ Revision/ Canceled) | Document Revision | Effective Date | Description |
|--|----------------------|-------------------|---|
| Revision | B | 8/20/99 | History log added with this revision; previous history contained in Directives Manager's Reference File. Document converted from the old Directives format. Updated to reflect the Center re-organization. Revised as part of corrective action for RCAR# 90. |
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PREFACE

P.1 PURPOSE

To establish and describe the process for accepting new work at Marshall Space Flight Center (MSFC).

It is MSFC policy that:

- a. All proposed new work for MSFC will be accepted or rejected using the process defined in this Directive, except for those new work opportunities listed in section P.2.c. below.
- b. No commitments for new work will be made by any MSFC element unless the work has been approved in accordance with this Directive.
- c. All proposed resource requirements for new work will be recorded and maintained by the Lead Organization. Organizations with primary responsibility for the processes listed in P.2.c. below shall ensure that resource information is recorded.

P.2 APPLICABILITY

- a. This Directive is applicable to all MSFC organizational elements.
- b. This Directive applies to all proposed new work for MSFC. New work is defined as all work not contained in the MSFC baseline-operating budget (labor and dollars), whether internally or externally generated. This includes, for example, work resulting from responding to formal Requests for Proposals (RFP's), Announcements of Opportunity (AO's), NASA Research Announcements (NRA's), Cooperative Agreement Notices, as well as reimbursable work from NASA Headquarters, other NASA Centers, other Government agencies, industry, and academia.
- c. The procedures of this Directive do not apply to the following special processes for which there are existing procedures:
 - (1) Space Act Agreements which are governed by NPD 1050.1, NPG 1050.1, and MMI 1050.11.

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(2) Research and Technology Objectives and Plans (RTOP) which are governed by the MSFC "Full Cost Implementation Guide" (currently in development).

(3) Small Business Innovative Research (SBIR) which is governed by Small Business Innovation Development Act of 1982, 15 U.S.C. 638.

(4) Center Director's Discretionary Fund (CDDF).

(5) Code Q Technical Program Plans.

d. This Directive does not apply to MSFC Lead Center responsibilities where the implementation of the work is performed at other NASA Centers.

P.3 AUTHORITY

a. NPG 7120.5, "Program and Project Management Processes and Requirements"

b. Small Business Innovation Development Act of 1982, 15 U.S.C. 638

c. Memorandum from NASA Headquarters, Deputy Administrator, to MSFC Director, dated September 11, 1978, establishing Center Director's Discretionary Fund

d. Memorandum from MSFC Director, "Center Director's Discretionary Fund", dated October 1978

e. NPD 1050.1, "Authority to Enter into Space Act Agreements"

f. MMI 1050.11, "Policy and Authority to Take Actions Related to Reimbursable and Nonreimbursable Space Act Agreements"

P.4 APPLICABLE DOCUMENTS

None

P.5 REFERENCES

a. "Full Cost Implementation Guide" (currently in development)

b. "SBIR Electronic Handbook"

c. "MSFC CDDF Guidelines and Procedures," June 1996

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- d. "MSFC Discretionary Fund Advisory Panel"
- e. NPG 1050.1, "Space Act Agreements"
- f. NPD 1050.1, "Authority to Enter into Space Act Agreements"
- g. MMI 1050.11A, "Policy and Authority to Take Actions Related to Reimbursable and Nonreimbursable Space Act Agreements"

P.6 CANCELLATION

MPG 7100.3A dated April 5, 1999

Original Signed by
Carolyn S. Griner for

A. G. Stephenson
Director

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DOCUMENT CONTENT

1. DEFINITIONS

The MSFC Project Management Council (PMC) reviews all new work opportunities that exceed an established threshold. The "PMC threshold" is a resources level of \$10 million cost runout, \$3 million cost per year, or 10 civil service full-time equivalents (FTEs) per year. A new work opportunity with resource requirements less than **all three** of the above resource levels falls below the PMC threshold. A new work opportunity with resource requirements equal to or greater than **any one** of the above resource levels exceeds the PMC threshold. Any member of the PMC can request a new work opportunity to report to the PMC, regardless of the resource level.

2. RESPONSIBILITIES

- a. Directors of primary MSFC organizational elements are responsible for ensuring that all proposed new work is evaluated, recorded, and tracked in accordance with the process defined in Chapter 1 of this document. They approve new work if it has an estimated cost that falls below the PMC threshold.
- b. The PMC shall be responsible for approving new work which exceeds the PMC threshold, as provided for in the "MSFC Project Management Council" charter.
- c. The Center Chief Financial Officer (CFO) is responsible for administering the process and coordinating with responsible MSFC organizations.

3. PROCEDURE

(Step numbers refer to blocks in the accompanying flowchart.)

3.1 New work opportunities may originate either internally or externally. Requests for Center commitments shall be sent to the Center Director's office where they will be recorded in the Center Action Item Tracking System, a lead organization will be assigned, and the Systems Management Office (SMO) will be notified.

3.2 When a new work opportunity arises, in some cases the work may be directed by the Center Director without formal proposal preparation (e.g., Space Station Interim Control Module). In

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such cases, the new work opportunity information is provided to the PMC and to SMO to assure proper coordination.

3.3 When a new work opportunity is not directed work, the assigned lead organization (or the one initiating it, if internal) will coordinate with all other involved organizations, including SMO, to determine the advisability of accepting this work. The lead organization generally is the organization with the greatest level of involvement in the new work opportunity. The lead organization gathers appropriate financial, technical, and programmatic data to assist management in making a decision on whether to "bid" on the work (i.e., prepare a proposal). A proposal manager is assigned by the lead organization.

3.4 Based on the estimated labor and funding requirements and their relation to the PMC threshold, approval for new work is processed through one of two ways:

a. If the estimate of the proposed new work falls below the PMC threshold, the Director of the primary organizational unit may disapprove the work or may approve the proposal preparation with the concurrence of the other affected organizations. The proposal manager will report the decision to the PMC and provide an information copy. If the PMC overrules the decision not to bid, then the process continues.

b. If the estimate of the proposed new work exceeds the PMC threshold, the CFO will place the matter on the agenda for the PMC to obtain the required decision. The PMC will approve or disapprove the proposal with consideration to the scope of work, MSFC mission areas, required resources, and other factors.

3.5 Proposal bid/no-bid decisions are documented in the minutes of the PMC. No documentation is required for no-bid decisions for proposals below the PMC threshold; however, the Center Director will be apprised of the decision by the head of the primary organizational unit.

3.6 The lead organization determines if a proposal is required to capture the new work.

3.7 For work approved that does not require a proposal to be submitted, the lead organization is responsible for ensuring that the appropriate formal agreements governing accomplishment of the work are executed.

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3.8 Work approved not requiring a proposal submission is then performed.

3.9 Where a proposal is required, the proposal manager assembles a team to develop the proposal. The team consists of individuals from all involved organizations, including SMO, who have been approved by the organization management.

3.10 The proposal manager is responsible for the work of the proposal team and is accountable for the final product. The proposal must be accompanied by an estimate of all Center resource commitments.

3.11 The proposal is then reviewed by the director of the lead organization prior to submission to all other involved organizations. As appropriate, the director of the lead organization may initiate a detailed review of the proposal (e.g., "red team" review).

3.12 The final proposal is approved for submittal in accordance with the process and the criteria defined in step 3.4 above.

3.13 The final proposal is submitted.

3.14 The proposal is evaluated by the requesting organization, and the Center is notified if the proposal is selected.

3.15 If a proposal is rejected, the lead organization notifies all involved organizations and the PMC, and activity is stopped. If the lead organization wishes to resubmit the proposal, this entire process should be followed again.

3.16 If a proposal is accepted, the lead organization notifies all involved organizations.

3.17 The lead organization is responsible for ensuring that the appropriate formal agreements governing accomplishment of the work are executed.

3.18 The lead organization ensures that the MSFC Implementation Plan is appropriately updated in the next annual revision, and the new work requirements are submitted as part of the Program Operating Plan cycle.

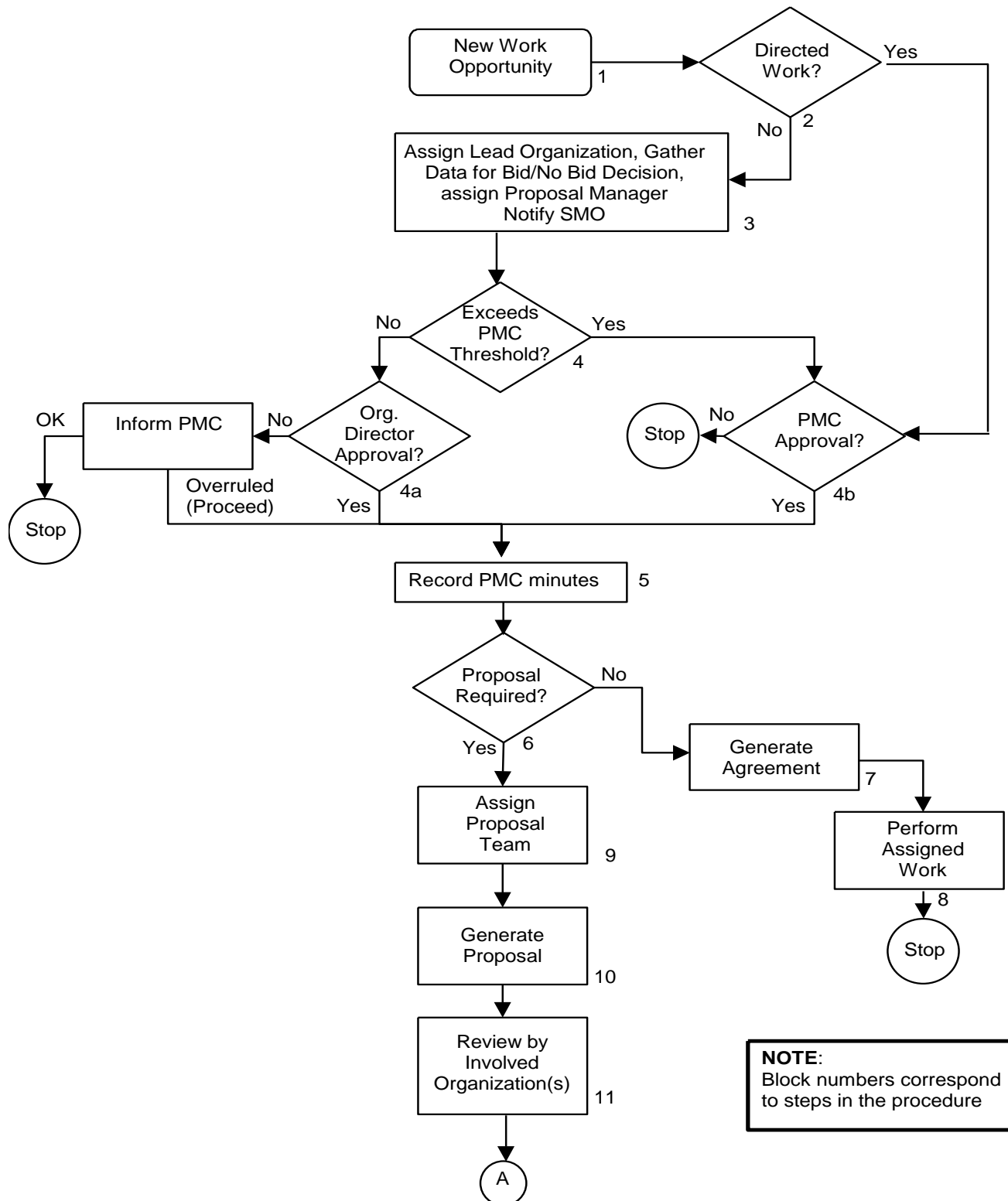
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3.19 The lead organization is accountable for performing the work.

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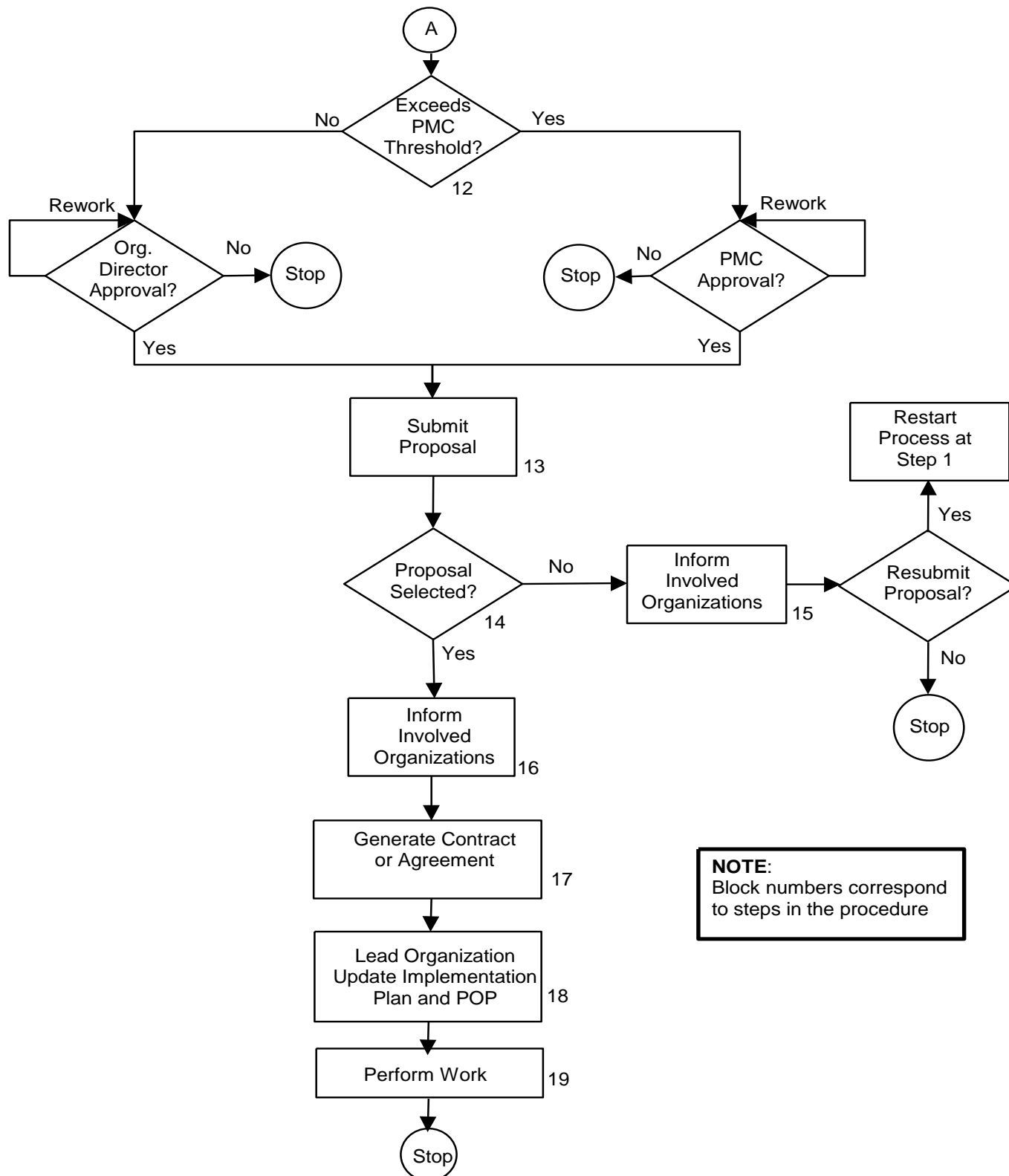
5. FLOW DIAGRAM

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NOTE:
Block numbers correspond
to steps in the procedure